

# 2015 SPECIAL USE APPLICATION

## Information Page



**Please review this Information Page to determine which application/s you need to print out, complete, and submit (they are not able to be filled out online). You do not have permission for your activity until a Permit is issued to you from the Monroe County Parks Department. Please pay special attention to the insurance requirements.**

**Special Use Applications are to be filled out if your PROPOSED activity is ANY of the following (not an exhaustive list)**

1) It is open-to-the-public; and/or

2) It falls into any of the four categories described below:

- A. **Event (pages 3-9):** All open-to-the-public Benefits or Fundraisers; All Races, Runs, Walks, or Rides, etc.; all Festivals, Concerts, or Performances; all Commercial Film/Photo Shoots; all Fishing Derbies, Boating Events, Summer Camps, and all Camping events that are over 50 people.
- B. **Field (Page 10):** All single-day or seasonal athletic field use, leagues, tournaments, and athletic events; all fee-based Clinics, Classes, Tours, or Recreation Club activities or programs that are not considered Events.
- C. **Recreation/Other (Page 11):** All free and open-to-the-public Clinics, Hikes, Classes, Tours, or Recreation Club activities or programs that are also less than 25 people (over 25 people will need to complete a Field or Event Application); all Non-commercial or Student Film/Photo Shoots. This category is a catch-all for other activities for which we want visibility.
- D. **Private Rental (Page 12):** All Large (i.e. over-capacity of lodge or shelter) Weddings/Ceremonies/Receptions/Photos, Rehearsal Dinners, Corporate Functions, Company Picnics, Church Picnics, Graduation Parties, Pig Roasts, Fraternity or Sorority Parties, etc.; all requests for a private event that is not associated with a lodge or a shelter (Rental of additional facilities may be required in order to accommodate your parking, bathroom, or other needs.)

**[ ] Timeline:** If you are planning to obtain a Special Use Permit for a Monroe County Park in 2015, please fill out the pertinent page/s in this document and submit it/them to the Monroe County Parks Department according to the schedule below:

- A. **Event-** Part 1 at least 45 days prior to your proposed event. Part 2 at least 21 days ahead of your proposed event.
- B. **Field-** starting January 30, 2015 at 8:30am, and at least 21 days ahead of your proposed activity/ies or program/s.
- C. **Recreation-** starting January 30, 2015 at 8:30am, and at least 21 days ahead of your proposed activity/ies or program/s.
- D. **Private Rental-** upon reservation of facility, and at least 21 days ahead of your date/reservation.

*\*Submitting applications earlier than the timeline suggests increases chances of accommodation and permit being issued.*

**[ ] Insurance:** If your activity qualifies as a "Special Use", as noted above (*Except D: Private Rentals*) please see items #1-3 below, AND refer to page 2 of this application for additional details about insurance requirements (*only the items in red, on page 2, will never be required*).

1. You must supply proof of insurance coverage, in the form of an ACORD Certificate of Insurance ("COI"), that shows general liability insurance with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 general aggregate coverage.
  - a. When requesting the COI from your insurance company, kindly advise the insurance carrier that the COI must list "Monroe County 39 West Main Street, Rochester, New York 14614" as an additional insured in the Description of Operations box.
  - b. You must also provide an Additional Insured Endorsement Form for the COI.
2. If your Special Use involves employees, or if your organization is a corporation, limited liability company, or any other allowable entity other than a person, proof of the following coverage is also required:
  - a. Worker's Compensation and
  - b. Disability Insurance
3. If your Special Use directly involves an automobile (a pace car in a race, for example; not for equipment drop off or set up) proof of automobile liability insurance is also required.

Please submit your completed application/s and any pertinent accompanying documents via e-mail to [rlaysen@monroecounty.gov](mailto:rlaysen@monroecounty.gov), via fax 585-753-7284, via US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620. You can also visit [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks), the Monroe County Parks Department, or contact Ryan Loysen at 585-753-7281 in order to obtain blank copies of this "Special Use Application" and/or obtain other pertinent information about obtaining permits in the Monroe County Parks. Most items in blue are webpage or email links in the online version of this document. *\*If your organization has several events planned for 2015 of a similar nature, you only need to fill out this application once, as long as you include detailed information about each separate activity date.*

# Monroe County Summary of Vendor Insurance Requirements

1. Provide ACORD Certificate of Insurance Form. Certificate Holder Information:

Monroe County  
 39 West Main St., Room 200  
 Rochester, NY 14614  
 Attn: (Insert Specific Department Name)

2. Provide the Following Insurance Coverages:

- A. General Liability Insurance

1. \$1 million per occurrence
    2. \$3 million aggregate
    3. Name **Monroe County** as additional insured and provide additional insured endorsement showing same (NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof)
    4. If aggregate coverage is less than \$3 million:
      - a. excess or umbrella coverage in an amount to provide \$3 million total
      - b. excess/umbrella coverage must name **Monroe County** as additional insured and provide additional insured endorsement form showing same
    5. Name these entities as additional insureds along with Monroe County as appropriate: Monroe County Airport Authority; Monroe County Division of Social Services; Monroe County Pure Waters Districts; Rochester-Monroe County Youth Bureau
    6. Name other entities (such as NYS or grant funders) as additional insureds if required by statute or grant agreement

- B. Professional Liability Insurance (if applicable)

1. \$1 million per occurrence
    2. \$3 million aggregate
    3. DO NOT name Monroe County as additional insured

- C. Automobile Liability Insurance

1. \$1 million per occurrence for bodily injury and property damage
    2. Name **Monroe County** as additional insured and provide additional insured endorsement form showing same (NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof)

- D. Workers Compensation Insurance (obtain forms from NYS Workers Comp website, [www.wcb.ny.gov](http://www.wcb.ny.gov)) Provide one of these certificates, depending upon vendor's business and employees:

1. C-105.2 (or U-26.3)
    2. SI-12 (or GSI 105.2)
    3. CE-200

NOTE: ACORD Form alone is INSUFFICIENT

- E. Disability Benefits Insurance (obtain from [www.wcb.ny.gov](http://www.wcb.ny.gov)). Provide one of these certificates, depending on type of coverage:

1. DB-120.1
    2. DB-155
    3. CE-200

NOTE: ACORD Form alone is INSUFFICIENT

# EVENT

## SPECIAL USE APPLICATION 2015

### PART 1



Monroe County  
**Parks**

Please remember to submit this section of this application at least 45 days prior to your proposed event.

### [ ] Request Your Event Location, Park, and Date

Name or Organization or Group organizing the Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

Zip code

E-mail Address: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Day-of-Event Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Website for event/organization: \_\_\_\_\_

1st Choice Event Date: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

Total Event Time (Approximate start/end; **incl. set up & clean up**) \_\_\_\_\_

Desired Park: \_\_\_\_\_ Is your event open to the general public? \_\_\_\_\_

Please check the box for the attendance range of the event you are requesting (**including staff, volunteers, and participants**)

[ ] **Special Use Event Permit (up to 250 people) \$50 fee payable to Monroe County Parks Department**

[ ] **Special Use Event Permit (251-1000 people) \$150 fee payable to Monroe County Parks Department**

[ ] **Special Use Event Permit (over 1000 people) \$350 fee payable to Monroe County Parks Department**

Please describe what type of event you are proposing, **including projected actual attendance** (including staff, volunteers, and participants). We also need you to submit an attendance report after your event is over.

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Please describe the requested location(s) within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:

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## **Event Special Use Application 2015 Part 1, continued**

Please remember to submit this section of the application at least 45 days prior to your proposed event.

### **[ ] Do you plan to sell tickets ahead of time or on-site? \_\_\_\_\_**

If so, please contact us concerning additional approvals your event may require for this activity. According to section 323-21-B of the Parks Law, no person shall solicit or engage in any business, trade, commercial transaction or other activity within a park involving the sale of merchandise or services or **for which any fee, payment, donation or other consideration is REQUIRED** or requested except for duly authorized concession agreements or other agreements for park purposes which shall have been approved or authorized by the County Legislature.

### **[ ] Shelters and Lodges**

If your event requires the use of Shelters or Lodges (MOST DO, in order to account for parking needs) please visit [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks) and click into our online "Parks Reservations System."

-Once you're there:

-Request a Park, then Request a Facility Type (Lodge or Shelter), then Request a Date, then Click "Make Reservation" and follow payment instructions.

-You can also visit the Monroe County Parks Department or call Ryan Loysen at 585-753-7281 to reserve Shelters or Lodges.

-If your event is before approximately May 15th, or after approximately October 15th, Park Shelters are not winterized and/or not maintained during this period (most lodges are still available during the winter). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your event. Regular Shelter fees will apply.

-PLEASE NOTE: Your organization may be required to rent additional facilities (that you may not actually need/use) in order to accommodate the parking needs your event requires. See "Parking/Shuttles" section below for details.

-If you would like to rent the Highland Bowl, please contact us directly for venue-specific regulations, pricing, and availability.

Please list the Shelter(s) and/or Lodge(s) that your event is requesting to reserve, or have already reserved:

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### **[ ] Parking/Shuttles**

If your event will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, or the designated parking for other Shelters/Lodges/Field spaces that you haven't rented are not available for other potential renters, we may require that you rent these additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service, to and from a remote location, in order to accommodate all of your parking needs. **Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and is only allowed during favorable ground/weather conditions. Please plan to post signs during your event that will direct participants to the appropriate available parking areas.**

How many volunteers will be on parking duty at your event? \_\_\_\_\_

Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? \_\_\_\_\_

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## **Event Special Use Application 2015, Part 1, continued**

**Please remember to submit this section of the application at least 45 days prior to your proposed event.**

### **[ ] Athletic Field Use**

If your event will occupy the athletic fields adjacent to or nearby your Shelter/Lodge/Event area, or you specifically require the use of said fields, we may require you to rent those fields at \$35 per day, per field. There are many sports leagues that use the athletic fields; therefore, necessary arrangements will need to be coordinated.

*The Monroe County Parks Department reserves the right to cancel/postpone use of particular fields based on conditions or use.*

Please list which athletic fields your event will require? (You can find park maps at [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks))

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### **[ ] Invoice**

You can request to have an invoice written for all your fees so you can pay for everything with one transaction. Please contact us for details. Payments can be made by check, money order, cash, Visa, or Mastercard.

### **Rules and Regulations**

**The Permittee agrees to the following:**

1. Must have a responsible person, over the age of 21, available onsite for the entire event, including set up and cleanup.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All parks are Carry-in/Carry-out, unless otherwise noted, which means you must take your trash out of the park; we do not provide dumpsters or trash cans.
4. May not close any park, village, town, city, or state roads without proper permission from all relevant entities.
5. Is responsible for payment for costs related to event and any damages to area or equipment.
6. Must possess Special Use Event Permit during the event.
7. Must follow Monroe County Parks Laws as laid out in <http://www2.monroecounty.gov/files/parks/ParksLaws.pdf>
8. Must make no permanent markings on park grounds (i.e. spray paint, nails in trees). Only non-permanent "spray chalk", chalk, tape, flags, or signage may be used to orient event participants. All signs must be cleaned up and removed before vacating the park.
9. Balloon launches or releases are not permitted in the Monroe County Parks.
10. Amplified music is only permitted in certain parks and at certain facilities.

### **Monroe County:**

1. Reserves the right to issue or deny permits.
2. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
3. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Park Supervisors will alert us if conditions are not safe or appropriate, and we will contact you.

I, the undersigned, as the representative of my organization, hereby submit Part I of the Special Use Event Application for approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge. I have read and agree to the above rules and regulations.

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Signature

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Date

# EVENT

## SPECIAL USE APPLICATION 2015 PART 2



Monroe County  
**Parks**

Please remember to submit this section of the application at least 21 days prior to your proposed event.

### [ ] Event Details & Logistics Summary

Please provide the details and specifics of your event so that the on-site Park Supervisors and Staff can best prepare for, facilitate, and accommodate your event. This summary should include **ANY and ALL pertinent or relevant details, specifics, information, requests, needs, or requirements** that will help make your event run as smoothly as possible. **Please attach a separate sheet/s if necessary.**

**1. Timeline/Schedule for Event** - Please provide us with the basic timeline of your event, including arrival time for set up (earliest requested time on-site), walk/run/activities start & end time, and departure time (latest requested time on-site). Please remember to factor in clean-up time.

*Please note that any early arrivals (i.e. before 10am) must be specifically discussed, coordinated, and approved by Ryan Loysen, from the Monroe County Parks Department.*

**2. Map/Layout of your Event** - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run/ride, and the approximate placement of tents, Port-a-Johns, inflatables, dumpsters, etc.

*Please note that the Monroe County Parks Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.*

1. \_\_\_\_\_

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2. \_\_\_\_\_

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## **Event Special Use Application 2015, Part 2, continued**

**Please remember to submit this section of the application at least 21 days prior to your proposed event.**

### **[ ] Vendors & Vendor Permits**

Any vendors performing commercial activity (i.e. selling anything) in the park (*food, goods, or other items*) need to obtain a Single Day Special Sales Permit (*information booths do not apply*). Vendors can individually download and complete a "Single Day Special Sales Permit Application" from [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks), check the appropriate box according to the size of the event, and submit it with the appropriate associated fees and relevant Health Department Permits, **OR**

-If your event has multiple/many vendors, you may fill in the number of permits/vendors below, and then attach a list that includes all vendors, their contact information, and their items to be sold. Please remember to include copies of any relevant Health Department Permits (see "Food at Your Event, and Health Department Permits" below). You may then submit one payment to cover all Vendor Fees.

-Please submit all Vendor Permit information to the Monroe County Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

-Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

**[ ] Single Day Special Sales Permit (events up to 500 people): \$25 per vendor X # of Permits= \$\_\_\_\_\_**

**[ ] Single Day Special Sales Permit (events between 501-1500 people): \$50 per vendor X # of Permits= \$\_\_\_\_\_**

**[ ] Single Day Special Sales Permit (events over 1500 people): \$75 per vendor X # of Permits= \$\_\_\_\_\_**

### **[ ] Food at Your Event, and Health Department Permits**

If your organization or any vendors are providing food to the public (donated OR selling OR providing for free), please consult with the Monroe County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment." <http://www2.monroecounty.gov/eh-food.php>

-If so, fill out the form as completely as possible, and submit to the Monroe County Health Department, Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553.

*-This process typically excludes pre-packaged, sealed, individually-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc. The Parks Department defers to the Health Department on all food-related matters.*

-You can apply to waive the associated fee by submitting the "Health Department Fee Waiver" to the Monroe County Health Dept. as well.

-Once you or your food providers obtain your Monroe County Health Department Permit, please submit, or have the Vendor submit, a copy to the Monroe County Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

### **[ ] Beer & Alcohol, and Liquor Licenses**

-To review the "Monroe County Parks Alcohol Policy" visit [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks) and look in the list of "Forms You Might Need."

-If you or any vendors plan to sell, provide samples, or otherwise provide for free, alcohol at your event, you or the vendor will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.

-Please download a "Special Events Permit" from the State Liquor Authority's website at [www.abc.state.ny.us](http://www.abc.state.ny.us), follow the appropriate instructions, and consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks prior your event.

-Once you or your vendor obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620



## **Event Special Use Application 2015, Part 2, continued**

**Please remember to submit this section of the application at least 21 days prior to your proposed event.**

### **[ ] Trash & Recycling, and the Carry-in, Carry-out Policy**

All Monroe County Parks are "Carry In, Carry Out," which means that your group/organization is responsible for the trash and recycling items generated during your event (unless otherwise noted). There are no trash cans or dumpsters available at the parks for disposal (unless otherwise noted). If you choose, you may contact local waste haulers to manage your event's waste and recycling for you.

-Who is your dumpster provider or trash-management partner? \_\_\_\_\_  
 -When will your dumpster(s) be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general Parks users will not use your dumpsters.)* \_\_\_\_\_

-Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended).* \_\_\_\_\_

### **[ ] Bathrooms & Port-a-Johns**

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate your total attendance. Also if your event is before May 15th, or after October 15th, some bathroom facilities are closed during this period, and therefore may be unavailable for use during this off-season. In either of the above situations, you may be required to rent Port-a-Johns.

-Should you be required to rent Port-a-Johns, please include the following information:  
 -Who is your Port-a-John provider? \_\_\_\_\_  
 -How many Port-a-Johns will you rent for your event? \_\_\_\_\_  
 -When will your Port-a-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Port-a-Johns.)* \_\_\_\_\_

-Where will your Port-a-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended).* \_\_\_\_\_

### **[ ] Tents**

In most cases, there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you set up tents larger than 10x10 pop-ups. The provider of the tent(s) must have their "Certificate of Insurance" (with endorsement) on file with the Monroe County Parks Department (or submit it before your event). See Special Use Application Information Page for more details about insurance requirements.

-Once you or the provider obtain this Certificate of Insurance, please submit it to the Monroe County Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

-Who is your tent provider? \_\_\_\_\_  
 -When will the tents be dropped off, set up, and picked up again? *(Same day is strongly preferred so as not to impact Lodge or Shelter renters before and after you).* \_\_\_\_\_

-Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement).* \_\_\_\_\_

-Please enter the number of tents you plan to have at your event in the brackets below, and fill in the total fees amount in the space to the right.

[ ] **Pop-up Tent (10x10 or less) \$0 impact fee for each tent x # of Tents = \$** \_\_\_\_\_ **n/a**

[ ] **Small Tent (11x11 ft. up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$** \_\_\_\_\_

[ ] **Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents = \$** \_\_\_\_\_



## **Event Special Use Application 2015, Part 2, continued**

**Please remember to submit this section of the application at least 21 days prior to your proposed event.**

### **[ ] Recreation Activities/Equipment**

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities or equipment, the provider of the activity/ies will need to have their "Certificate/s of Insurance" (with endorsement/s) on file with the Monroe County Parks Department (or submit it before your event). See Special Use Application Information Page for more details about insurance requirements.

-Once you or the provider obtain this Certificate of Insurance, please submit it to the Monroe County Parks Department via e-mail [rlaysen@monroecounty.gov](mailto:rlaysen@monroecounty.gov), fax 585-753-7284, US Mail or in person at 171 Reservoir Ave, Rochester, NY 14620

-Who is/are your recreation activity/ies provider/s? \_\_\_\_\_

-When will your recreation activity/ies be dropped off, set up, and taken down? (Same day is ideal). \_\_\_\_\_

-Where will the recreation activity/ies be set up? \_\_\_\_\_

-Please enter the number of recreational activities of each kind you plan to have at your event in the brackets below, and fill in the total fees amount in the space to the right of each type of activity.

[ ] Inflatables/ Bouncehouses x \$25= \_\_\_\_\_

[ ] Dunk booths x \$25= \_\_\_\_\_

[ ] Rock Climbing Walls x \$25= \_\_\_\_\_

[ ] Horse/Pony Rides x \$25= \_\_\_\_\_

[ ] Sleigh/ Wagon/Hay Rides x \$25= \_\_\_\_\_

[ ] Other x \$25= \_\_\_\_\_

### **[ ] Greening Your Event**

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You'll protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the "Go Green" flyer at <http://www2.monroecounty.gov/files/parks/GoGreenPoster.pdf> for green tips.

### **[ ] Traffic Management, Police Support Services, and/or Security**

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the Monroe County Sheriff's Office, or from a private security firm may be required. Please contact the relevant Town's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

**-Once you have determined the level of security required, please attach a description of your Police/Sheriff's/Security Plan.**

### **[ ] Total of all Fees Due to Monroe County Parks Department**

Including Shelters, Lodges, Fields, Vendors, Tents, and Recreation Activities fees. \_\_\_\_\_

### **[ ] Day of the Event**

On the day of your event, please contact and check in with the onsite Park Supervisor/Staff for your park. Their phone numbers will be on your Event Permit. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

I, the undersigned, as the representative of my organization, agree to the terms above. I hereby submit Part II of the Special Use Event Application for final approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# FIELD

## SPECIAL USE APPLICATION 2015

Please remember to submit this section of this application on January 30<sup>th</sup>, 2015, starting at 8:30am, or if after that date, at least 21 days prior to your proposed activity or program.

### Contact Information

Name of Organization or Group organizing the Field Use: \_\_\_\_\_

Type/Name of Field Use Activity/Program: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

Zip code

E-mail Address: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Day-of-Event Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Website for Organization/Group: \_\_\_\_\_

### #1A Choose Seasonal/ League Play

Day(s) of the Week requested:

- ☐ Mondays ☐ Tuesdays  
☐ Wednesdays ☐ Thursdays  
☐ Fridays ☐ Saturdays  
☐ Sundays

-Start & end times: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Total # of teams: \_\_\_\_\_

-Total # of people, including

players, coaches, and spectators: \_\_\_\_\_

\_\_\_\_\_

☐ **Spring** season

(April 5 until May 30)

☐ **Summer** season

(May 31 until August 22)

☐ **Fall** season

(August 23 until October 24)

### 2015 Seasonal Fees

Adult \$175

Youth \$100

per field, per # of days  
each week

(Ex: 2 fields x 2 days each week  
x \$175= \$700 total f/t season)

# OR

### #1B Choose Individual Day/Tournament Play

Individual Date(s)  
Requested:

\_\_\_\_\_

\_\_\_\_\_

-Start & end time/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Total # of teams: \_\_\_\_\_

-Total # of people, including

players, coaches, and

spectators: \_\_\_\_\_

\_\_\_\_\_

**2015 Individual Day Fees**  
**\$35 per field, per day**  
 (Ex: 2 fields x 2 days x \$35=  
 \$140 total)

### #3 TOTAL AMOUNT OF FIELD FEES DUE:

\_\_\_\_\_

### #2 Request Field/s

#### Black Creek Park

☐ Soccer/Multi-use

#### Churchville Park

☐ Disc Golf Course

☐ Soccer #1

☐ Soccer #2

☐ Soccer #3

☐ Soccer #4

#### Ellison Park

☐ Softball #1

☐ Softball #2

☐ Softball #3

☐ Softball #4

☐ Softball #5

☐ Multi-Use

☐ Disc Golf Course

#### Greece Canal Park

☐ Softball

☐ Soccer

#### OTHER

☐ OTHER \_\_\_\_\_

☐ OTHER \_\_\_\_\_

☐ OTHER \_\_\_\_\_

#### Genesee Valley Park

☐ Softball #1 (Crittenden Road)

☐ Softball #2 (Crittenden Road)

☐ Softball #3 (Crittenden Road)

☐ Cricket Pitch

☐ Softball #4

☐ Softball #5

☐ Softball #6

☐ Softball #7

☐ Multi-use #1 (near Hawthorne Shelter)

☐ Multi-use #2 (near Canalside Shelter)

☐ Multi-use #3 (near Riverbend Shelter)

#### Highland Park

☐ Youth Softball/Baseball (Lily Pond)

☐ Multi-use #1 (on Goodman St)

☐ Multi-use #2 (on Elmwood Ave)

#### Northampton Park

☐ Soccer #1

☐ Soccer #2 South

☐ Soccer #2 North

#### Ontario Beach Park

☐ Volleyball #1

☐ Volleyball #2

☐ Volleyball #3

☐ Volleyball #4

#### Mendon Ponds Park

☐ Rugby

#### Oatka Creek Park

☐ Soccer #1

☐ Soccer #2

#### Webster Park

☐ Multi-Use

I have read and understand all the park rules and regulations and if my group damages the park or facilities in anyway, I will be financially responsible for all the fees to repair the damage. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Rules, Regulations and Additional Information:** You do not have permission for field use until you receive a signed permit. The permit only allows you and your team / league to play. YOU MAY NOT GIVE YOUR PERMIT TO OTHERS. The County Parks do NOT line fields or supply any equipment. All marking must be non-permanent. All parks are **Carry-In, Carry-Out**. We reserve the right to postpone or cancel any field usage that could do permanent damage to our fields. Park Supervisors will alert us if the field conditions are not appropriate, and we will contact you. If you have doubts about the field conditions, contact us or the Park Supervisor, whose phone number is listed on your Permit. Your group/event may be required to rent Shelter and/or Lodge facilities at an additional cost in order to accommodate your League or Tournament's parking needs. If you fail to comply with this agreement, you will be evicted from the park, with no refund.

# RECREATION

## SPECIAL USE APPLICATION 2015

Please remember to submit this section of this application on January 30<sup>th</sup>, 2015, starting at 8:30am, or if after that date, at least 21 days prior to your proposed activity or program.



Monroe County  
**Parks**

### Contact Information

Name of Organization or Group organizing the Recreational Use: \_\_\_\_\_

Type/Name of Recreational Use Activity/Program: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

Zip code

E-mail Address: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Day-of-Event Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Website for Organization/Group: \_\_\_\_\_

**2015 Recreational Fees: \$35 per year; unlimited number of programs per calendar year.**

### Request Park/s and Program Date/s (Attach additional sheet/s if necessary)

☐ **Program #1:** Park requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start & end time: \_\_\_\_\_ Type of Program: \_\_\_\_\_

Parking location: \_\_\_\_\_ Area/Trail to be used: \_\_\_\_\_

Total # of people, including program leaders and participants: \_\_\_\_\_

Please also include program leader, relevant details, logistics, or requests: \_\_\_\_\_

☐ **Program #2:** Park requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start & end time: \_\_\_\_\_ Type of Program: \_\_\_\_\_

Parking location: \_\_\_\_\_ Area/Trail to be used: \_\_\_\_\_

Total # of people, including program leaders and participants: \_\_\_\_\_

Please also include program leader, relevant details, logistics, or requests: \_\_\_\_\_

☐ **Program #3:** Park requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start & end time: \_\_\_\_\_ Type of Program: \_\_\_\_\_

Parking location: \_\_\_\_\_ Area/Trail to be used: \_\_\_\_\_

Total # of people, including program leaders and participants: \_\_\_\_\_

Please also include program leader, relevant details, logistics, or requests: \_\_\_\_\_

☐ **Program #4:** Park requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start & end time: \_\_\_\_\_ Type of Program: \_\_\_\_\_

Parking location: \_\_\_\_\_ Area/Trail to be used: \_\_\_\_\_

Total # of people, including program leaders and participants: \_\_\_\_\_

Please also include program leader, relevant details, logistics, or requests: \_\_\_\_\_

☐ **Program #5:** Park requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start & end time: \_\_\_\_\_ Type of Program: \_\_\_\_\_

Parking location: \_\_\_\_\_ Area/Trail to be used: \_\_\_\_\_

Total # of people, including program leaders and participants: \_\_\_\_\_

Please also include program leader, relevant details, logistics, or requests: \_\_\_\_\_

I have read and understand all the park rules and regulations and if my group damages the park or facilities in anyway, I will be financially responsible for all the fees to repair the damage. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Rules, Regulations and Additional Information:** You do not have permission for your recreational use until you receive a signed permit. The permit only allows you and your group to use the park. YOU MAY NOT GIVE YOUR PERMIT TO OTHERS. All parks are **Carry-In, Carry-Out, unless otherwise noted**. Your group/event may be required to rent Shelter and/or Lodge facilities at an additional cost in order to accommodate your Program's parking needs. As the permit holder, you agree that the noise level at your event will not exceed an acceptable volume at any time, and any music will end at or before 10pm. If you fail to comply with this agreement, you will be evicted from the park, and granted no refund.

# PRIVATE RENTAL

## SPECIAL USE APPLICATION 2015

Please remember to submit this section of this application upon reservation of facility, and at least 21 days ahead of the date of the reservation.



Monroe County  
**Parks**

### Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip code

E-mail Address: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Day-of-Event Cell Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Starting & Ending Time: \_\_\_\_\_

**2015 Special Use Private Rental, Base Fee: \$50 per event; other fees may apply (see below)**

#### List the Reservation #, Park, Lodge/s, Shelter/s, or Facility/ies, and describe the Location/s you are requesting:

*\*All Special Use Private Rental applications are considered on a case-by-case basis. All rentals are not permitted in all locations/facilities. Many specially-requested locations/facilities do not have adequate capacity, parking, access, electricity, bathroom facilities, etc. Rental of additional Shelters and Lodges may be required in order to accommodate your parking needs and your event. Rental of porta-potty units may be necessary to supplement the on-site bathroom facilities. Access to Facilities only on the day you have rented; you must rent for additional day/s if you want access prior day or next day. Tents and other equipment must be set up and taken down on the same day, so as not to impact Lodge or Shelter renters before and after you. Please list the tent company that you plan to use. Attach additional sheets if necessary:*

#### Choose the type of Event you are requesting (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Wedding Ceremony  | <input type="checkbox"/> Sorority/Fraternity Party | <input type="checkbox"/> Please list other special requests: |
| <input type="checkbox"/> Wedding Pictures  | <input type="checkbox"/> Awards Ceremony           | _____  |
| <input type="checkbox"/> Wedding Reception | <input type="checkbox"/> Birthday Party            | _____  |
| <input type="checkbox"/> Rehearsal Dinner  | <input type="checkbox"/> Family Reunion            | _____  |
| <input type="checkbox"/> Graduation Party  | <input type="checkbox"/> Party                     | _____  |
| <input type="checkbox"/> Church Picnic     | <input type="checkbox"/> Other _____               | _____  |
| <input type="checkbox"/> Company Picnic    | <input type="checkbox"/> Pig Roast                 | _____  |

#### Choose the type of Permit/s you are requesting (check all that apply):

*\* Not all items are permitted in all facilities/at all locations. Some will be required in order to accommodate/permit your event.*

- ☒ **Special Use Private Rental Base Fee- \$50 fee: \$50**
- |   |  |
|---|--|
| <input type="checkbox"/> *Small Tent/s (11x11 up to 30x30 ft)- \$40 fee each: # _____             | <input type="checkbox"/> Over Capacity by 25%- \$10  |
| <input type="checkbox"/> *Large Tent/s (over 30x30 ft)- \$100 fee each: # _____                   | <input type="checkbox"/> Over Capacity by 50%- \$20  |
| <input type="checkbox"/> *Horse/Pony/Sleigh/Hay Rides- \$25 fee each: # _____                     | <input type="checkbox"/> Over Capacity by 75%- \$30  |
| <input type="checkbox"/> *Bouncehouse/Dunk Booth/Climbing Wall Permit Fee- \$25 fee each: # _____ | <input type="checkbox"/> Over Capacity by 100%- \$40 |
| <input type="checkbox"/> Field Use Permit Fee- \$35 fee per field, per day: # _____               |  |
| <input type="checkbox"/> *Live Band- No charge  |  |
| <input type="checkbox"/> *DJ- No charge   |  |

**TOTAL AMOUNT OF FEES DUE: \_\_\_\_\_**

I have read and understand all the park rules and regulations and if my group damages the park or facilities in any way, I will be financially responsible for all the fees to repair the damage. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Rules, Regulations, and Additional Information:** You do not have permission for your rental until you receive a signed permit. The permit only allows you to use the park. YOU MAY NOT GIVE YOUR PERMIT TO OTHERS. All parks are **Carry-In, Carry-Out, unless otherwise noted.** We reserve the right to postpone or cancel any rental that could do permanent damage to the park. As the permit holder, you agree that the noise level at your event will not exceed an acceptable volume at any time, and any music will end at or before 10pm. If you fail to comply with this agreement, you will be evicted from the park, and granted no refund.